

BROKEN ARROW PUBLIC GOLF AUTHORITY MEETING MINUTES
January 22, 2004

The Broken Arrow Public Golf Authority met for their regular meeting at City Hall on Thursday, January 22, 2004, at 7:30 a.m.

1. Chairman Russell Peterson called the meeting to order at the noted time of 7:35 a.m.
2. Chairman Russell Peterson called for roll.

Present: Melissa Mahan (entered during Item 3)
 Jeffery Scott
 Mike Rampey
 John Herndon
 Matt Brown (entered during Item 3)
 Russell Peterson

Absent: Jack Edwards

Staff Present: Gary Blackford, Acting City Manager
 April Parnell, Assistant City Attorney
 Lynn Blevins, Director of Golf
 Scott Esmond, Director of Parks and Recreation
 Tom Cook, Accountant
 Tom Caldwell, Finance Director

3. The Authority considered items from area Homeowner's Associations.

Mr. Jim Killerlain, Homeowner's Association representative, presented a letter to the Authority reviewing a cart survey of Battle Creek Golf Course on January 8, 2004 for the purpose of documenting the course property, compared with the recommendations of the property owners and the Men's Golf Association. The front 9 holes were reviewed and it was noted that there were marked improvements in the areas of mowing, new sidewalks, and orderly maintenance areas.

Included in the letter was a summary sheet and status report, which was suggested as a format for the "punch list", recommended in the October 30th meeting. Mr. Killerlain expressed interest in having the survey included as a part of the quarterly report.

Mr. Brown, who was involved in the survey, expressed that there are still some small problems that need attention, such as cleaning drainage ditches and cleaning along the fairway.

Authority members discussed the issues of maintenance such as, drainage ditches, drainage water on city streets, tree planting, and possible funds for remaining maintenance issues.

Chairman Peterson recommended forming a standing sub-committee to take a closer look at the remaining issues. Mrs. Mahan, Mr. Brown, and Chairman Peterson volunteered for the committee.

No action was taken.

4. The Authority considered possible bond projects.

Chairman Peterson provided background information about the Parks, Recreation, and Public Safety Bond Committee Meetings. He mentioned that Battle Creek projects, even though recommended by staff, ended up 10th on a list of 16 projects to receive bond funds, but that ultimately the City Council will decide where the funds will be allotted. Chairman Peterson explained that the Parks, Recreation, and Public Safety Bond Committee report should be ready for the February 2, 2004 Council meeting.

Mrs. Mahan suggested that the Authority develop a report and a marketing plan for the Council to justify the projects for which the money will be used and how these projects will increase the value of the grounds.

No action was taken.

Mr. Mike Rampey left the meeting at the noted time of 8:40 a.m.

5. The Authority considered changing the rates for golf.

Mr. Blevins provided background information.

Motion by Scott, second by Brown to increase rates by \$1.00 across the board effective February 1, 2004.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

6. The Authority considered acceptance of the Golf Course Superintendent's Report.

Motion by Herndon, second by Mahan to accept the Golf Course Superintendent's Report as submitted.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

7. The Authority considered acceptance of the Director of Golf's Report.

Mr. Blevins explained the allocation split between green fees and cart fees when a special is running. He also commented that the Golf Course is running within budget. The financials appear low because capital expenditures are budgeted over a twelve-month

period as are membership fees. Since the Golf Course is not operating on the fiscal year, this makes numbers look smaller than actual.

Motion by Brown, second by Herndon to accept the Director of Golf's Report as submitted.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

8. The Authority considered possible approval to seek proposals for upgrading computer software.

Tom Caldwell explained that the current software is seven years old and there have been numerous problems with it over the past year, including a complete crash. New software would run approximately \$10,000 and, although it is not a capital item for this year, could be purchased using funds from uncompleted capital items.

Motion by Brown, second by Herndon to seek proposals for upgrading computer software.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

9. The Authority considered possible approval of meeting's date/time changes.

Motion by Mahan, second by Brown to move the Broken Arrow Public Golf Authority meetings to the fourth Tuesday of every month at 7:30 a.m., effective for the February 2004 meeting.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

10. The Authority considered approval of financial statements for December 2003.

Motion by Herndon, second by Brown to approve the financial statements for December 2003.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.

11. The Authority considered approval of Claims List for December 2003.

Motion by Scott, second by Herndon to approve the Claims List for December 2003.

Aye: Mahan, Scott, Herndon, Brown, Peterson

Nay: None
Motion: Carried.

12. The Authority considered other business.

Lynn Blevins introduced the subject of remodeling the golf course restrooms and kitchens as required by the Health Department. He turned the item over to Scott Esmond for further information. Scott informed the members that First Choice Remodelers is willing to provide the remodeling to the restrooms and kitchens as required by the Health Department. The Golf Authority will purchase the necessary materials, and First Choice Remodelers will provide the work for a fee of a corporate membership and credit allowances.

Gary Blackford commented that the cheapest bid for the project that was received was \$9,000.00, so this option turns out to be a great deal.

13. The Authority considered adjournment.

Motion by Herndon, second by Mahan to adjourn.

Aye: Mahan, Scott, Herndon, Brown, Peterson
Nay: None
Motion: Carried.